

SECRET

O&M I

6 December 1984

MEMORANDUM FOR: Chief, Procurement Division, OL
Chief, Supply Division, OL
Chief, Security Staff, OL
Chief, Budget and Fiscal Branch, OL
Chief, Personnel and Training Staff, OL
Chief, Real Estate and Construction Division, OL
Chief, Printing and Photography Division, OL
Chief, Procurement Management Staff, OL
Chief, Information and Management Support Staff, OL
Chief, New Building Project Office, OL
Chief, Headquarters Operations, Maintenance, and
Engineering Division, OL

FROM:

[redacted]
Assistant Executive Officer, OL

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SUBJECT:

Update of the Office of Logistics Briefing Book [redacted]

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It is requested that each division/staff review their portion of the OL Briefing Book and update the statistical data to reflect FY-84 information. Personnel and organizational data should also be updated to reflect changes in the internal organization of the division/staff and the personal data of your chief/deputy chief. If your division or staff has not undergone a senior management rotation, and you are satisfied with the pictures and personal data, please state that you desire no change. Those divisions/staffs' chiefs and deputy chiefs that desire new photographs, please call me on [redacted] and arrangements will be made. A copy of your division/staff's current briefing book data is attached. Please submit your updated data to me by 14 January 1985. [redacted]

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Attachment

Distribution:

Orig - AEO/OL Chrono

1 - cy each addressee

1 - OL Files

AEO/OL [redacted] (6 Dec 1984)

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